



A State of California
Employment Training Panel

Arnold Schwarzenegger, Governor

June 5, 2008

Patrick Silvestri, CFO
Bio-Medical Services, Inc.
4950 San Bernardino Street, Suite 101
Montclair, CA 91763

Dear Mr. Silvestri:

RE: **Final MONITORING VISIT REPORT for Bio-Med Services Retraining SET ET08-0173**

Date of the Visit:	4/14/08
Beginning/Ending Time:	11:00am – 2:00pm
Date of Last Visit:	8/02/07
Visit Location:	Montclair, California
Persons in attendance:	Anthony Coronado, Administrative Director, Bio- Medical Services, Inc. (Bio-Med); Barry Menzel, President, Training Funding Source (Administrative Subcontractor); Haresh Satiani, Clinical Equipment Consultants (training vendor provider); and Suzanne Godin, ETP Contract Specialist
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	8/06/07-8/05/08	Agreement Amount:	\$22,500
Training Start Date:	8/6/07	No. to Retain:	20
Date Training must be Completed:	5/05/08	Range of Hours:	24-200
Type of Trainee:	SET Frontline Worker	Weighted Ave. Hours:	75

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FINAL REPORT SUMMARY:

AGREEMENT HISTORY

The agreement was approved at the July 2007 Panel Meeting and was executed on 9/28/07. Training began on 8/09/07. Mr. Coronado reported that all training was completed on 2/7/08, which allows for the 90-day retention period to be completed within the Agreement's term.

INTERVIEW WITH THE CONTRACT REPRESENTATIVE: ANTHONY CORONADO, DIRECTOR

Mr. Coronado reported that the ETP-funded training had been a positive experience and that without the assistance of ETP, Bio-Med would not have been able to provide the amount of formal, structured training that it did. Mr. Coronado stated that the continuous improvement and business skills training gave your employees the skills needed to develop standard operating procedures and protocol for the repair and servicing of medical equipment. The communication and customer service skills delivered to your field technicians has given them the skills and confidence to deal with Bio-Med's external customers in a positive manner. Newly hired engineers and technicians received training in the calibration, repair, and maintenance of the test equipment used at Bio-Med, and all employees received training in the company's newly purchased database software system. Lastly, your employees have begun to function as a team and have a better understanding of and respect for each other's jobs and how one individual's performance (or lack of) affects the rest of the company.

Mr. Coronado added that the deadlines imposed by ETP had a positive effect on Bio-Med as it forced the company to make time commitments to the training. Bio-Med plans to return to ETP for a second project which will enable your company to focus on extensive training in the use of the database system and on in-depth electronic troubleshooting and repair of the specialty medical equipment serviced by Bio-Med.

Lastly, Mr. Coronado reported that the project administration services provided by Training Funding Source (TFS) were value added; and that both TFS and your ETP Contract Analyst were always available to provide technical assistance when necessary.

DISCUSSION OF PROJECTED EARNINGS:

Mr. Menzel provided Ms. Godin with projected statistics for the closeout of the Agreement. According to Bio-Med's records at the time of this final meeting, you expected to retain a total of 17 trainees (85 percent of planned retentions) who had completed the specified range of class/lab hours (24-200) and retention period. Bio-Med tracked 1,574 eligible hours on the ETP class/lab tracking system for the aforementioned 17 trainees. Therefore, Bio-Med is eligible to earn \$22,500 (100 percent of the encumbered amount) if all other agreement conditions are met. As of the date of this report, Bio-Med had received \$16,875 in progress payments.

Ms. Godin reminded those present that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement, which is 8/06/08. If you are unable to submit the closeout invoice by that date, a request for an extension must be submitted to ETP's Fiscal Unit Manager, Kulbir Mayall.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	22	Completed Training:	17
Trainees Enrolled:	22	Completed Retention:	17
Dropped Following Enrollment:	2	In Retention Period:	0
No. Completed Minimum Reimbursable Hours :	17		

TRAINING STATUS:

The statistical data submitted by you during this visit, as detailed above, agreed with the information contained on ETP's Trainee Status Report.

ATTENDANCE ROSTERS:

Ms. Godin did a 100% review of attendance rosters from 8/9/07 – 2/7/08 and compared them to the hours entered into the ETP on-line tracking system.

Attendance Rosters reviewed:	8/9/07-2/7/08	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
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AUDIT:

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

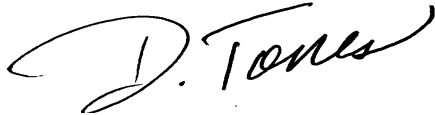
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at sgodin@etp.ca.gov within ten (10) working days from the receipt date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Torres", written in a cursive style.

Diana Torres, Manager
San Diego Regional Office

A handwritten signature in black ink, appearing to read "SMB", written in a cursive style.

Suzanne Godin, Contract Analyst
San Diego Field Office

cc: Kulbir Mayall, Fiscal Manager
Master File
Project File